

Rappahannock River Valley National Wildlife Refuge Job Opportunities

Welcome to YOUR National Wildlife Refuge! Rappahannock River Valley NWR comprises over 9,500 acres in five Counties on Virginia's "Northern Neck" and "Middle Peninsula". This is a place where wildlife comes first, and people are visitors. We are hiring a number of summer seasonal positions and one full time permanent position to work at the Refuge. All positions are subject to Covid safety measures.

Opportunities include:

- Youth Conservation Corp (YCC) leader (1) and crew (up to 5)
- Career Discovery Intern
- Invasive Species Interns (2)
- Administrative assistant

Youth Conservation Corp Leader

Description: Youth Conservation Corp is a work, earn, learn program. The Youth Conservation Corp (YCC) Leader oversees a small team of four to five students aged 15-18, in a variety of tasks. YCC crew will participate in a variety of land resource improvement projects including invasive species removal, trail maintenance, boundary posting and assisting with fish and wildlife habitat improvement projects. The work requires physical exertion, such as walking over wet, rough, uneven or rocky surfaces, bending, crouching, stooping, stretching, reaching climbing, or similar activities. The majority of the work is performed outdoors. Applicant will also provide or arrange for environmental education to enrollees in the area of the natural and fish and wildlife resources. The ability to work well in a small team environment, overcome obstacles and resolve conflicts is a must. Position begins mid-June and ends mid-August (estimated to be 11 weeks) and pays \$600/week.

For further information or to send a resume please contact: William Crouch at William.Crouch@fws.gov or 804-313-7574 by March 31, 2021.

Youth Conservation Corp Crew

Rappahannock River Valley NWR is sponsoring a summer Youth Conservation Corps (YCC) Program. The refuge is responsible for conservation, management, and restoration of the fish, wildlife, and plant resources and their habitats. We also provide opportunities for wildlife-dependent recreation and wildlife research as well as promoting public education in the field of conservation. YCC work projects on the Refuge include the building and improving of trails, removing invasive plants, and contributing to wildlife management programs. Enrollees also participate in conservation-themed educational activities. Most work is outdoors.

The Youth Conservation Corps, first created in 1970, is a federally funded work-learn-earn program designed for young men and women ages 15-18 and aimed at developing an appreciation and understanding of the Nation's environmental and natural heritage. The program is eight weeks long. Enrollees work 40 hours per week (Monday through Friday, 8:00a.m- 4:30

p.m.) and earn \$7.25/hr. The program will run from June 21st- August 13th. Enrollees are expected to be available for the entire eight-week program.

Applicants must be between 15 and 18 years old (must be 15 by June 21st, and not age 19 before the end of the program). They must be a permanent resident of the United States, its territories or possessions. A strong interest in outdoor work and natural resources management is recommended. Applicants will need a Social Security card prior to the first day of work. (Applicants for a Social Security card may be obtained from the nearest office of the Federal Social Security Administration. Processing takes approximately four weeks). YCC enrollees must be able to provide their own transportation to and from work. Public transportation is not available.

For further information or to send a resume please contact: William Crouch at William.Crouch@fws.gov or 804-313-7574 by May 26, 2021.

Career Discovery Internship Program

Founded in 2008, the Career Discovery Internship Program (CDIP) was created in partnership with the US Fish and Wildlife Service (FWS) to prepare the next generation of wildlife professionals by introducing college freshman and sophomores to conservation careers. This internship is open to students, 18 and older who self-identify as being from diverse racial and ethnic backgrounds.

Description: The intern will be assisting the refuge biologist from May 17-August 15 (start and end date can be negotiable) with habitat and vegetation inventorying. Specific tasks include assistance with avian and herpetological surveys, turtle trapping, forest inventory, invasive species chemical and mechanical control and invasive species mapping. Applicants should be a licensed driver, available for 12 to 13 weeks in the summer, have good communication skills, flexibility in daily schedule, and be motivated to be part of a dynamic work environment and at times, work independently. The position requires a certain level of physical fitness and dexterity. Demands include: ability to lift 40 lbs. and hike three miles at a brisk pace on uneven terrain. When conducting field work, the intern will be exposed to hours of outdoor work including excessive heat, exposure to ticks and biting and stinging insects, snakes and other field hazards. Weekly Stipend (\$400/wk.), assigned FWS mentor, Hands-On Experience, Week-long orientation in May (COVID Pending), Eligible for AmeriCorps Education Award, application fee waived upon request.

For further information or to send a resume please contact: Lauren_Cruz@fws.gov or 804-313-5648. **Resumes must be received no later than March 31**

Invasive Species Interns (2)

Descriptions: The two selectees will work under the direction of the refuge biologist conducting surveillance for and control of invasive plants through spraying and mechanical removal from June 14-September 18 (start and end date can be negotiable). This is part of the American Conservation Experience (ACE) program. Other duties may include, but are not limited to assisting with turtle trapping, forest inventorying and avian surveys. Invasive Species Control (70%): Surveillance of forests, grasslands and wetlands by foot or vehicle. Chemical application on invasive plant species using hand pumps and cut stump treatments with loppers. Mechanical removal by hand pulling or shovel. Cleans and maintains spray equipment. Report Writing and Data Entry (20%) to include documenting species occurrence and chemical application on refuge using iPad and refuge spatial database. Provides monthly written summaries of accomplishments and chemical usage and a summary document at the end of the term to Refuge Integrated Pest Management Specialist. Weekly stipend: \$400/week

Qualifications:

- Must be a US Citizen and Permanent Resident
- Must be 21 or older to apply herbicide
- Possess a valid driver's license and ability to drive USFWS vehicles (a check with the Department of Motor Vehicles regarding driving record will be required)
- Ability to lift 40 pounds and traversing difficult terrain (soft mud, loose and steep soil)
- Complete the training needed to perform the assigned duties safely and efficiently
- Organized, motivated, and able to complete tasks in a timely manner
- Ability to work on a team, assisting staff and visitors whenever needed, and will approach duties with a positive attitude
- Strong interpersonal communication, speaking, and writing skills
- Can work outdoors and hike refuge trails in adverse weather

Preferred:

- Pursuing or completion of a Bachelor's degree in wildlife biology, botany, natural resource management, or other related discipline appropriate to this position
- Possess initiative to complete job duties with diligence and excellence
- Ability to work effectively with people of various perspectives and temperament

For further information or to send a resume please contact: Lauren_Cruz@fws.gov or 804-313-5648. **Resumes must be submitted by April 7, 2021**

Administrative Assistant GS-05 Permanent Full Time

Eligible to Apply: To be eligible to be considered pursuant to VEOA appointment, your latest discharge must be issued under honorable conditions (this means an honorable or general discharge), AND you must be either:

- a preference eligible (defined in title 5 U.S.C. 2108(3)), OR
- a veteran who substantially completed 3 or more years of active service under honorable conditions.

Description: The employee provides important administrative and clerical support for the staff of several National Wildlife Refuges in an administrative role. The selectee will be part of a small dedicated team of professionals who work closely together for wildlife and Public lands. Duties include: prepares letters, memoranda, correspondence, reports, tabulated data, etc., related to the activities of the office, filing, enters, revises, sorts, and retrieves data for standard reports from databases and spreadsheets, transmits and receives documents and messages electronically using personal computers. Addresses and mails outgoing correspondence. Prepares and uploads vendor payment packages into the financial system. Serves as point of contact for station vendors, utilities, etc. for purposes of tracking payments and assisting vendors with issues. Serves as collections officer. Makes deposits using the online federal fee remittance tool. Serves as office receptionist. Greets visitors, answers questions and responds to telephone inquiries. Sells Federal passes to the public and may issue general permits to the public. Furnishes visitors with informational brochures. Processes applications for refuge use programs (such as hunting) correspondence, complete time and attendance records, prepare travel authorizations and vouchers, procure supplies and equipment, process personnel transactions, process invoice packages, and collect receipts.

Knowledge Required:

- Basic knowledge and understanding of governmental procurement, property management, and contracting regulations, policies, and procedures.
- Knowledge and skill in using computer hardware, associated equipment, various software programs (e.g., Microsoft Office products) and office equipment to prepare correspondence, transmit and receive documents, create charts, generate reports and retrieve information.
- Ability to operate a variety of specialized computer systems, such as for procurement, time, and attendance, travel, and collections.
- Knowledge of grammar, punctuation, and formatting in order to create and edit documents.
- Knowledge of personnel (i.e., human resources) support functions to provide general Information, assist employees with forms, process payroll records, initiate personnel actions, and enter information into automated systems.
- Ability to structure and maintain filing systems.
- Ability to communicate effectively, both orally and in writing, in order to convey information and respond to various inquiries.

For more information, please contact [Kendra Pednault@fws.gov](mailto:Kendra.Pednault@fws.gov) or 804-296-1103.